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DD/S&T 2412-63

10 DEC 1963

MEMORANDUM FOR: Executive Director-Comptroller

**SUBJECT: Implementation within DD/S&T of
President's Memorandum on
Government Economy**

**REFERENCE: Action Memorandum No. 319, dated
6 December 1963**

1. In conformance with the directive to inform you of actions proposed to ensure that this Directorate is managed in the most economical and efficient manner possible, I would like to acquaint you with implementing action now in progress.

2. I propose to undertake, commencing the week of 16 December 1963, an Office by Office review of the work assignments of each individual on duty in these units. By such an intensive and studied approach I anticipate the gain of a firsthand knowledge of not only the essentiality of the functions being performed but simultaneously acquainting myself with the qualitative level of production and performance of employees in this Directorate.

3. Because of the magnitude of the undertaking, it is a bit difficult to anticipate an actual date when this review will be accomplished. I propose to bend every effort, however, to complete this exercise so that I may review the results of it with you in connection with the first thorough review of Agency programs that you have been asked to undertake by the DDCI. Based on paragraph 3 of referenced memorandum, 1 March 1964 would appear to be an appropriate target date.

ALBERT D. WHEELON
Deputy Director
(Science and Technology)

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